

**URGENT  
MEMORANDUM**

TO: Chief Financial Officers

FROM: Dennis N. Phelps, Deputy Director - Audit & Compliance

DATE: May 19, 2022

RE: Hospital Employees Retraining Fund Assessment -  
Procedures for Submission

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In accordance with SB 938, on July 1st each hospital regulated by the Health Services Cost Review Commission shall pay to the Department of Labor a direct remittance of 0.006% of its total annual revenue for the preceding year to fund the Hospital Employees Retraining Fund. The purpose of this memorandum is to provide you with the amount of the assessment for FY 2023, as well as the instructions for its submission. By July 15, 2022, hospitals are required to submit to the Commission a copy of the check submitted to the Department of Labor to verify compliance.

Checks are to be made payable to “MD Labor HSCRC fund” and mailed to:

MD Department of Labor  
Attn: DWDAL Fiscal Unit, Room 209  
1100 North Eutaw Street  
Baltimore, Maryland 21201

If you have any questions, you may contact Dennis N. Phelps, [dennis.phelps@maryland.gov](mailto:dennis.phelps@maryland.gov) or Andrea Strong, [andrea.strong@maryland.gov](mailto:andrea.strong@maryland.gov) .

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